

Records Management

VI. DESTRUCTION OF RECORDS

A. Policy

Contractors are required to use the following procedures in destroying government records. Records may be either sold/salvaged, or destroyed by the contractor in accordance with the following:

B. Sale or Salvage of Records

1. Paper records: Paper records to be disposed of normally must be sold as wastepaper. Since the majority of the records created by the contractor for the government contain Privacy Act information, the wastepaper contractor shall be required to pulp, macerate, shred or otherwise definitively destroy the information contained in the records. The destruction shall either be witnessed by a contractor employee, or the recycler must be bonded, insured and furnish the contractor with a Certificate of Destruction. The contract for sale shall prohibit the resale of all TRICARE paper records for use as records or documents.

2. Other Media: records other than paper records (audio, visual, data tapes, discs and diskettes) shall be salvaged and sold in the same manner and under the same conditions as paper records. All sales shall be in accordance with the established procedures for the sale of Personal Property (see 41 CFR part 101-45, Sale, Abandonment, or Destruction of Personal Property).

C. On-Site Destruction

If the records cannot be sold advantageously or otherwise salvaged, the records may be destroyed by either burning (in accordance with existing state laws), pulping, shredding, or macerating.

